



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend meeting on Wednesday 21st November 2018 at 6:30pm at the Council Offices, Market Street, Carnforth

- 18102 To receive apologies for absence
- 18103 To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 18104 To consider items of urgent business
- 18105 To consider Minutes of the meeting held on Wednesday 17th October 2018 (see Agenda Pack)
- 18106 To elect Mayor and Deputy Mayor for the Municipal year 2019/2020
- 18107 To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks.
- a) Public discussion
 - b) Clerk's report
 - c) Correspondence (see Agenda pack)
 - d) Members updates and actions
 - Town Mayor
 - Outdoor Maintenance
 - General matters and issues
 - e) Reports of Ward and County Councillors
 - f) Reports from outside bodies:
 - Carnforth & District Chamber of Trade
 - Carnforth & District Twinning Association
 - Quarry Liaison
- 18108 To consider draft report and recommendations of the Asset Management Committee (Chair to Report)
- 18109 To consider draft report and recommendations of the Town Development & Planning Committee (Chair to report)
- 18110 To consider draft report and recommendations of the Finance and Governance Committee (Chair to Report)
- 18111 To consider planning applications set out below and recommendations of the Town and Development Committee: (Please note that planning applications can be viewed online at:
<https://www.lancaster.gov.uk/planning/view-applications-and-decisions>:

Application No:	Description
18/01903/FUL	Retrospective application for the siting of a timber cabin for retail and tourist information use – The Canal Turn, Lancaster Road, Carnforth



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Application No:	Description
18/01303/FUL	Erection of 2 semi-detached 2 bed dwellings with associated garden and parking – Land to the side of former Police Station, Grosvenor Road, Carnforth

- 18112 To receive an update on planning authority decisions on previously considered applications (See Agenda pack)
- 18113 To consider for approval Schedule of Payments and Receipts (See Agenda pack)
- 18114 To consider quotation for emergency plan electrical works
- 18115 To consider a proposed feasibility study on the purpose and future use of the Civic Hall
- 18116 To consider date and time of next meeting

Town Clerk

16 November 2018

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org



Carnforth Town Council

Draft Minutes of the meeting held at the Council Offices on Wednesday 17th October 2018

Present: Councillors Roe (Chair); Barbu; Bromilow; Branyan; Gardner; Grisenthwaite; Holbrook; Parker; Watkins; Wooff

In attendance: Bob Bailey, Town Clerk; City Councillors Goulding and Yates and four residents.

18087 **Apologies:** Apologies were received from Councillor Jones and Smith and County Councillor Williamson.

18088 **Declarations of Interest and Dispensations:** Councillors Barbu and Roe requested dispensation relating to items on the Agenda that were accepted. There were no declarations of interest.

18089 **Urgent Business**

- a) **Police Report:** Sergeant Lindsay Brown reported on recent crime statistics for the Carnforth area. It was stated, as the Police are concerned, the current level of crime does not raise any major concerns. Members were advised that arrests have been made following the attempted burglary at the Tesco store and that this was part of a growing trend in the North of England.

In response to a question about the perceived lack of Police in the Carnforth area, Sergeant Brown reported that whilst there had been a major reduction in Police resources in recent years, response times to reported incidents were within the performance standards set. There remains 2 Police Constables and 2 Police Community Support Officers (PCSO's) assigned to the Carnforth area and an immediate response team based in Morecambe.

It was reported that with other 'unseen' resources (CID, scenes of crime officers etc) the level of service is as high as it can be. There are currently 20 Police officers and 27 PCSO's covering Morecambe, Heysham and Carnforth - around 80% of their work is dealing with mental health and social care matters rather than crime and resources are based on an assessment of need.

Members asked questions relating to specific matters that Sergeant Brown will report back on, including parking issues on North Road and a recent incident also on North Road. There was also a request that a Community Roadwatch exercise be undertaken on North Road as there is a perception that this is a 'hot-spot' for speeding vehicles.

It was then **RESOLVED** that Sergeant Lindsay Brown be thanked for his report and be invited to attend the Town Council meetings on a quarterly basis.

- b) **Exempt item: End of Probation period - Bob Bailey, Town Clerk** (Bob Bailey and public left the meeting): Councillor Gardner reported on six months probationary meeting attended by Councillor Grisenthwaite and the Town Clerk. Discussions on the performance of the Town Clerk and proposed objectives for the coming year were outlined, along with areas where the Town Council can support the Town Clerk going forward. Subject to Members decision, it was suggested that an annual appraisal process be introduced and that line management responsibilities with the Civic Hall Manager and Outdoor Maintenance Officer be clarified.

After some comments and questions, it was unanimously **RESOLVED** that that Mr Bob Bailey be appointed Carnforth Town Clerk on a permanent basis.

- c) **Carnforth Rotary – Health & Fun Day:** Councillor Watkins reported that on the arrangements for this event on Saturday November 10th between 10am and 4pm at the Civic Hall and requested that use of the hall be provided free of charge. It was then **RESOLVED** that permission be given to Carnforth Rotary for a free let of the Civic Hall on Saturday 10th November.

18090 **Minutes of the previous Meeting:** It was proposed by Councillor Woof, seconded by Councillor Watkins and **RESOLVED** unanimously that the Minutes of the meeting held on **Wednesday 19th September 2018** be approved.

18091 **Adjournment for public discussion and information only updates:**

- a) **Public discussion:** A resident commented on the recent public consultation on the proposed development at Luneside Quarry raising concerns relating to the increased traffic and associated risks and the implications on local green space and for residents who live near to the proposed development.

Another resident raised several concerns about planning application 18/01183/FUL – Erection of a Care Home on Land off Scotland Road, on the Agenda for the meeting. Members agreed to consider the application at this point. Members generally agreed with the concerns already made and raised other considerations. After much discussion, it was **RESOLVED** that, as recommended by the Town Development & Planning Committee, the Town Council object to Planning Application 18/001183/FUL on the following matters:

- 1) **AONB:** Development is within the setting of the Arnside & Silverdale AONB and should meet requirements of the Local Plan Policies that the development is appropriate to the landscape character type and designation of the AONB;
- 2) **Traffic & Air Quality:** Impact of the development on existing traffic congestion and air quality and the cumulative impact given that there is also a proposal for a large-scale housing development on another greenfield site off Scotland Road (18/00365/OUT);
- 3) **Access and Egress:** Major concerns about access to the development from Scotland Road which has potential to add to congestion. The steep incline and decline and the chicanes will be difficult / hazardous to manoeuvre, particularly for emergency vehicles and for any vehicle in the Winter. The North Road access would also be problematic to manoeuvre easily and safely, and the pedestrian access is likely to encourage further parking on North Road, adding to the already problematic traffic and access issues;
- 4) **Size and Nature:** Members are not convinced about the need of another care facility in the local area given that such facilities already exist;
- 5) **Drainage:** The proposed drainage provision for the development is considered insufficient given that the land is already prone to flooding and drainage issues;
- 6) **Other matters:** Negative impact on local heritage, particularly on properties/assets on North Road; concerns around the protection of trees and ecology, and; the questionable logic of parking bays that appear to have been added to the plans since the public consultation was held.

- b) **Clerk's Report:** The Clerk presented his report on activities carried out and supported during September, specifically referring to:
- 1) Carnforth Neighbourhood Plan public meeting on Wednesday 26th September which had been well attended and helped to inform the final version of the *Values, Vision and Objectives* of the proposed Neighbourhood Plan;
 - 2) Update on the development of the '*Men on the Monument: The Carnforth Poppy Trail*' leaflet and formal launch planned for Wednesday 31st October;
 - 3) Update on the preparations for the Remembrance Day Parade and Service and Reception at the Civic Hall;
 - 4) Update and test of the Community Emergency Plan and attendance at a flood training event;
 - 5) Training and preparations for the upcoming Film Night on Saturday 6th October. At this point, Councillor Grisenthwaite provided a breakdown of customer feedback on the event, including some suggestions for improvement and overall satisfaction with then offer. There was a clear desire for more film nights to be held at the Civic Hall.

Members commented on the planned and actual activities and it was then **RESOLVED** that the Clerk's Report be noted and that Councillors be thanked for their involvement in making the Film Night such a success.

- c) **Correspondence:** The Clerk presented the schedule of correspondence received and previously circulated to Members. It was reported that appropriate action had, or will be, taken by the Town Clerk and/or Committees to address any matters arising from correspondence received.

Members attention was drawn to a letter received from a resident regarding concerns about the volume and speed of vehicles on lower North Road which he states is putting residents and school children at a significant risk. The resident made the point that this problem is exacerbated by many parked vehicles and a marked increase in the amount of evening activities at both schools and the Civic Hall which can be a real problem after dark. Whilst there is a 20mph speed limit imposed in this stretch of road, the resident comments that at various times of the day this is not adhered to and he has both witnessed and been a victim of incidents involving speeding vehicles.

The resident is seeking the support of the Town Council to consider ways in which these matters might be addressed and/or mitigated. Members commented on the well-known traffic issues associated with this part of the town and were sympathetic to the concerns raised.

After some discussion, it was **RESOLVED** that the schedule of correspondence received, and actions taken be noted. In respect of the traffic issues on lower North Road, it was **RESOLVED** that the concerns be raised with Lancashire County Highways in the first instance, and solutions considered as part of the developing Carnforth Neighbourhood Plan.

- d) **Members updates and reports:** The Town Mayor, Councillor Roe, reported on a variety of events and meeting that he had attended and supported in the last month, including a charity dinner held by Carnforth Rotary. The Town Mayor also advised Members that an emergency decision had been made by the Asset Management Committee to remove the bus shelter on Highfield Road that has apparently been hit by a high-sided vehicle and damaged beyond repair.

The damaged shelter now represents a health and safety risk and is attracting vandalism.

Members were informed that Councillor Smith had provided a written report on the meeting of the Emergency Planning Group on 14th October and outcomes arising from the test of the Carnforth Community Emergency Plan that was undertaken. It was suggested that before the end of the calendar year all Members receive further guidance and information on the revised Community Emergency Plan.

No other matters, not covered by the Agenda, were raised and it was **RESOLVED** that the decision to remove the Bus Shelter located at Highfield Road be endorsed.

- e) **Reports of County and Ward Councillors:** County Councillor Williamson had reported by email that concerns had been raised by the developers of the proposed Porshe development had raised concerns about the speed of progress being made on highways matters. Members were advised that action is being taken to address this and that a formal consultation on the proposals for de-registering part of the M601 (M) will be before the Town Council in due course. City Councillors Goulding and Yates reported on matters including a 'walkabout' around the Highfield Estate which highlighted relatively few areas of concern; local planning issues, including the approval of the planning application for housing on Scotland Road and a request for the planning enforcement team to investigate a dispute between a developer and a local resident. Members were advised that Lancaster City Council are again running an 'adopt a flower bed scheme'.

It was then **RESOLVED** that the reports of the Lancashire County and Ward Councillors be noted.

- f) **Reports from outside bodies:** It was reported that the Chamber of Trade are in favour of a CCTV scheme being developed in the town and wished to contribute towards the overall cost. Councillor Gardner had addressed the Chamber of Trade regarding the proposal to establish a Business Improvement District for Carnforth – further detailed information on the benefits and risks associated with a BID is required before taking this forward.

The Twinning Association will be holding a 'Lancashire Night' on 24th November 2018. It was then **RESOLVED** that the updates from outside bodies be noted.

- 18092 **Annual Governance & Accountability Return (AGAR):** The Clerk reported that the Government appointed external auditors had now completed their assurance review of the AGAR for the year ended 31st March 2018. Members were advised that during the audit several questions and requests for additional information had been requested and that having considered the Town Clerk's response had concluded that the AGAR is *'...in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'*.

The actions required by the Town Council at the conclusion of the audit were explained including the preparation of a *Notice of conclusion of audit* and the publication of the AGAR. It was then **RESOLVED** that the opinion of the external auditor be noted and that arrangements be made to publish the **Annual Governance & Accountability Return** for the year ended 31st March 2018.

18093 **Report of the Asset Management Committee:** Councillor Roe reported on the draft Minutes of the Committee meeting held on 4th October, referring to the following key resolutions, actions and matters:

- a) That should there be a third failed attempt by the suppliers to deliver the new drinks machine for the Civic Hall, the order be cancelled and alternative arrangements be sought;
- b) There was a discussion about the future purpose of the Civic Hall and it was agreed that the lowest quotation to replace the existing flooring at the Civic Hall be accepted in principle and referred to the Finance and Governance Committee for further consideration on funding the proposal;
- c) Replacement of existing lighting in the Civic Hall with modern and efficient LED lights, funded from the Committee's devolved budget;
- d) That a litter bin be acquired to be located on the junction of New Street and Lancaster Road, subject to confirmation from Lancashire County Highways on the positioning of the bin and Lancaster City Council Street Cleansing that the bin will be emptied as part of the existing waste collection arrangements;
- e) Members considered a budget monitoring report as at 30th September and proposals for the 2019/2020 budget planning process.

After some comments, it was **RESOLVED** that the report of the Asset Management Committee be approved and that further updates on actions outlined in the report be provided in due course.

18094 **Report of the Town Development & Planning Committee:** Councillor Watkins reported on the draft Minutes of the Committee meeting held on 1st October, referring to the following key resolutions, actions and matters:

- a) That the Town Council be made aware of the *Priority Services Register* available through United Utilities and Electricity North West, to identify vulnerable and/or isolated people who may need extra help where there is a loss of water and/or power;
- b) That the success of the recent community consultation event on the development of a Carnforth Neighbourhood Plan and, specifically, feedback on the draft *Vision, Values and Objectives*, be noted and a revised document be circulated to Members and the Chamber of Trade;
- c) That the Town Council be **RECOMMENDED** to object to Planning Application 18/01183/FUL;
- d) That Members consider key traffic management and air quality issues for submission to Lancaster City and Lancashire County Council for consideration / action;
- e) Councillors had met with the developer of the Queens Hotel and possible solutions to replace the cobbled street are being considered;
- f) Good progress was being made on the arrangements for the Remembrance Day Parade, Service and Reception;
- g) Arrangements are being made for the acquisition of a Christmas tree and a best decorated house/garden Christmas competition will be launched;
- h) An order for the blue heritage plaques will be placed once sponsors have been confirmed;

- i) That Bay Typesetters be **RECOMMENDED** to the Town Council as the preferred supplier for the printing and distribution of the Carnforth Express with immediate effect;
- j) Further work will be carried out on the proposals for self-watering planters and pocket parks;
- k) That a 'model train' be carved in wood to display plants and flowers and be located at Crag Bank.

After some comments, it was **RESOLVED** that the report and recommendations of the of the Town Development & Planning Committee be approved and that further updates on actions outlined in the report be provided in due course.

18095 **Report of the Finance & Governance Committee:** Councillor Gardner reported on the draft Minutes of the Committee attached to the Agenda, referring to the following resolutions, actions and matters:

- a) All Members will contribute £10 per annum towards hospitality costs;
- b) That the balance of the grant awarded to Gummers Howe Community Centre be paid, covering the cost of a licence for the television already purchased from the community grant;
- c) Members considered feedback from the recent Film Night and it was agreed to increase attendance to 70 and ticket price to £7 to include food. The next film offering will be late November / early December;
- d) Members **RECOMMENDED** that the Town Council award a grant of £500 to the Air Training Cadets, subject to other funding being found to purchase a flight simulator valued at £2,250;
- e) That work continues to assess the Town Council against the criteria for the Local Council Quality Award Scheme and that action be taken to meet these where necessary;
- f) That the financial monitoring report as at 30th September 2018 be noted and that the Town Council be **RECOMMENDED** to approve the Schedule of Payments and Receipts on the Town Council agenda;
- g) That the Committee supports the actions taken by the Town Clerk to recover outstanding debts;
- h) That the format and content of the *Budget Monitoring Report* as at 30th September 2018 be accepted and noted. It was agreed that at the mid-point of the financial year there were no matters of immediate concern requiring remedial action. It was also agreed that the Town Clerk provides a *Budget Monitoring Report* each quarter for consideration;
- i) That the Town Council be **RECOMMENDED** to approve and publish the *Annual Governance and Accountability Return (AGAR)* for the year ended 31st March 2018;
- j) That the Town Council be **RECOMMENDED** to support, in principle, the establishment of a Carnforth Business Improvement District in partnership with the Chamber of Trade;

After some comments and questions, it was **RESOLVED** that the report and recommendations of the Finance and Governance Committee be approved and that further updates on actions outlined in the report be provided in due course.

18096 **CCTV:** The Town Clerk reported that permission had now been given by the Royal Station Hotel and Ratcliffe and Bibby (old Nat West Bank) to use their buildings to attach cameras and site a CCTV system.

The suppliers have confirmed that they will cover all labour costs for installation and configuration of the system as well as any ongoing maintenance and support charges. The cost price of the hardware including 2 x 8 camera Hikvision HI definition CCTV systems and 10 x 5mp high definition cameras (5 cameras installed at each site) and all connections will be £1000 plus VAT.

After some debate, it was **RESOLVED** that, subject to a further assessment, the Town Council approves the sum of £1,000 (plus VAT) for the provision of an extended CCTV system and camera's and that the Chamber of Trade be asked to consider contributing to additional CCTV in other parts of the Town.

18097 **Local Plan Draft Suggested Modifications:** Members were reminded that Lancaster City Council submitted its Local Plan to the Government on 15th May 2018 for an appointed Planning Inspector to independently examine the soundness of the Local Plan documents. It was reported that the Inspector will shortly list the matters and issues that he wishes to consider at local hearing sessions from 8th January 2019.

To take account of; representations raised at the Publication stage; the continuing development of local plan evidence; changes to national planning policy and the new National Planning Policy Framework (NPPF) and, progress on development sites, the Council has now drafted suggested modifications to the local plan.

These draft suggested modifications are intended to help the Inspector consider how the soundness, clarity and consistency of the submitted documents could be improved. The Council is now asking for responses on whether there is support for the draft suggested modifications, and if not what alternative wording/action might better address any concerns.

Members noted that there are several references to the Town within the draft modifications, particularly the *Strategic Policies and Land Allocation* document and specific comments on the importance of Air Quality Management in Carnforth. The Clerk reported that following a recent meeting on air quality with officers from City and County Council, Councillor Smith had proposed that a small Task & Finish group be set up to develop and submit traffic management proposals and develop recommendations for the Carnforth Neighbourhood Plan to ensure that any new developments do not adversely impact on air quality.

Members recognised the importance of the Local Plan and, after some discussion, it was **RESOLVED** that the Clerk submits a response to the consultation outlining the Town Council's general support for the modifications made and that a task and finish group (3/4 Members) be set up to action air quality matters.

18098 **Planning Applications:** Members considered the following planning applications:

Application No:	Description
18/00890/FUL	Demolition of existing garages and erection of 22 affordable dwellings with associated access and parking – Garage site junction of Windermere Road, Dunkirk Avenue, Carnforth
18/01008/OUT	Outline application for the erection of an agricultural workers dwelling with associated access – Filed 9759, Netherbreck, Carnforth

Application No:	Description
18/01144/FUL	Erection of office and storage and distribution (B8) building with associated parking and access - Carnforth Business Park, Kellet Road, Carnforth
18/01183/FUL	Erection of a care home building comprising of 118 bedrooms and communal, staff and services areas with associated internal road layout, car parking and landscaping, creation of a new access and construction of a new retaining wall – Land North East of Ex-Servicemen's Club, Scotland Road, Carnforth
18/01230/FUL	Erection of a rear conservatory - 2 Coppice Brow, Carnforth LA5 9XG

Having resolved to object to planning application 18/01183/FUL (Minute 18091 refers) Members considered the other applications in turn. In relation to application 18/00890/FUL Members noted that the proposed affordable dwellings will encompass the whole of the existing garage area and playing field/open space site, with an 'informal kickabout area' being offered as a replacement. It was generally considered that there was a lack of evidence to justify the loss of the playing field and that the mitigation offered was unacceptable.

It was then **RESOLVED** that the Town Council supports in principle planning applications 18/1008/OUT; 18/01144/FUL and 18/01230/FUL and objects to planning application 18/00890/FUL for the reasons set out above.

18099 **Planning Authority Decisions:** Members considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously considered by the Town Council.

The Clerk reported that, as requested, he had asked Planning officers for an up-date on the applications listed and a meeting to discuss the reasons why several planning applications are still awaiting a Planning Committee decision some months and, in two cases, years after the applications had been submitted.

The Clerk shared with Members a written update on each outstanding application provided by the Development Manager. There was some discussion on the reasons given for the delayed decisions and it was then **RESOLVED** that the updates be noted, and a further request be made for the Town Mayor, Committee Chairs and the Town Clerk to meet with Planning Officers to discuss further.

18100 **Schedule of Payments and Receipts:** The Clerk presented the schedule of payments due. Members attention was drawn to the balance of the community fund grant being paid to Gummers Howe Community Centre and payments relating to the Remembrance Day Parade and Service and the external auditors.

After some comments and questions, it was **RESOLVED** that the schedule of payments for October be **APPROVED** and income received be noted.

18101 **Date and time of next meeting:** The next meeting of the Town Council will be **Wednesday 21st November 2018 at 6:30pm**. The meeting closed at 8:50pm.



Correspondence – November 2018



Date	Sender	Topic
15/10/2018	Lancaster City Council	Weekly Planning list
15/10/2018	Chamber of Trade	Minutes of October meeting
18/10/2018	Sergeant Lindsay Brown	Responses to Police matters raised at the Town Council meeting
18/10/2018	KCS Developments Ltd	Monthly update on the Scotland Road project
19/10/2018	Town Clerk	Draft objection to planning application 18/01183/FUL – Erection of Care Home
23/10/2018	Councillor Grisenthwaite / Town Clerk	Poppy leaflet press release
23/10/2018	Town Clerk	Draft Remembrance Day Order of Service and poster
25/10/2018	Town Clerk	Request for articles for November/December edition of the Carnforth Express
29/10/2018	Sergeant Lindsay Brown	Result of Community RoadWatch on North Road
31/10/2018	County Councillor Williamson	Temporary road closure on Keer Holme Lane, Borwick
05/11/2018	Lancaster City Council	Online Emergency Planning & Resilience course
07/11/2018	Town Clerk	Urgent action: Quotes for replacement boiler at the Civic Hall
08/11/2018	Resident	Update on planning application appeal – dwelling at Crag Bank
09/11/2018	Town Clerk	Final draft of Remembrance Day Order of Service; activities and wreath laying
12/11/2018	Lancaster City Council	Weekly Planning list
12/11/2018	Public Sector Executive Online	e-Newsletter
12/11/2018	Rural Services Network	e-Newsletter
12/11/2018	Macmillan Cancer Support	Request for permission for use of the War Memorial Gardens in 2019 for the Macmillan Cancer Information and Support Bus
12/11/2018	Lancaster City Council	Weekly Planning list
12/11/2018	Lancaster City Council	Consultation: Draft Arnsdale & Silverdale AONB Management Plan 2019-2024



Correspondence – November 2018



Date	Sender	Topic
12/11/2018	Public Sector Executive Online	e-Newsletter
12/11/2018	Shadow Cabinet Minister for Highways & Transport	Invitation to One Year on Flood event
12/11/2018	Lancaster City Council	Weekly Planning list
12/11/2018	Lancaster District Place Board & Lancaster City Council	Launch of the Lancaster Story
12/11/2018	Lancashire County Council	Proposal for disabled NoWcard holders who travel before 9.30am
12/11/2018	Chamber of Trade	Agenda – November meeting
12/11/2018	Lancaster City Council	Weekly Planning list
14/11/2018	Resident	Canal Boat Kingfisher - Freedom of Information request
15/11/2018	Rural Services Network	e-Newsletter
29/09/2018	Rural Services Network	Utility Priority Services Register
29/09/2018	Town Clerk	<i>Revised Values. Vision and Objectives – Neighbourhood Plan</i>
01/10/2018	Lancashire County Council	Market Street works and temporary lights
01/10/2010	Lancaster City Council	Weekly Planning list
02/10/2018	Rural Services Network	e-Newsletter
02/10/2018	Town Clerk	Objection to the 18/00025/REF appeal
02/10/2018	Rural Services Network	Bulletin
03/10/2018	Public Sector Executive Online	e-Newsletter
07/10/2018	Councillor Smith	Film night
08/10/2018	1 st Carnforth Scout Leader	Invitation to 1 st Carnforth base camp grand opening
08/10/2018	Lancashire Constabulary	Police support for Remembrance Day
10/10/2018	Lancaster City Council	Consultation on Local Plan Draft Suggested Modifications
12/10/2018	Met Office	Yellow Rain Warning



Planning Application Comments & Decisions November 2018



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
16/00335/OUT: Outline application for the erection of 158 dwellings with associated new vehicular access, incorporating a roundabout and access road, and pedestrian/cycle access points; Land Between Brewers Barn and A601(M), Carnforth Brow, Carnforth, LA5 9LJ	Object to the planning application	Awaiting decision – considerable delays in completion of legal agreement.
17/01264/VCN: Erection of five 2-storey detached dwellings with associated access (pursuant to the variation of condition 2 on planning permission 16/01257/FUL to amend the site layout and variation of house type) - Land Adjacent, 153 North Road, Carnforth	Support the planning application in principle	Awaiting decision
18/00365/OUT: Outline application for residential development comprising up to 238 dwellings with associated vehicular and cycle/pedestrian access to Scotland Road and cycle/pedestrian access to Carnforth Brow / Netherbeck, public open space, creation of wetlands area, construction of water detention basins, erection of sub-station, associated earth works and land regrading and landscaping – Land off Scotland Road, Carnforth	Support the planning application in principle	Awaiting decision
18/00796/CU: Change of use of ground floor from estate agent into hot food takeaway and installation of a flue to the rear – 1 Station Buildings, Warton Road, Carnforth LA5 9BS	Comment on concerns that there is the likelihood that litter will be increased and parking on the public highway problematic as a result of the change of use	Application Withdrawn
18/00856/FUL: Demolition of outbuildings and garage and erection of a replacement garage, storage building and a covered parking area - Edenbrook Farm, Crag Bank Lane, Carnforth, Lancashire, LA5 9JA	Support in principle	Application permitted
18/00926/FUL: Erection of a two-storey apartment block of 8 affordable dwellings with associated access and parking – Land adjacent to Windermere Road & Gummers Howe Walk, Carnforth	Support in principle	Awaiting decision



Planning Application Comments & Decisions November 2018



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
18/00025/REF - APPEAL: Outline application for the erection of one dwelling and creation of a new access – Land adjacent to 25 Crag Bank, Crescent, Carnforth LA5 9EQ	Object – little evidence to change original reasons for objection	Appeal Dismissed
18/00890/FUL - Demolition of existing garages and erection of 22 affordable dwellings with associated access and parking – Garage site junction of Windermere Road, Dunkirk Avenue, Carnforth	Object to the planning application	Awaiting decision
18/01008/OUT: Outline application for the erection of an agricultural workers dwelling with associated access – Filed 9759, Netherbreck, Carnforth	Support the planning application in principle	Application Withdrawn
18/01144/FUL: Erection of office and storage and distribution (B8) building with associated parking and access - Carnforth Business Park, Kellet Road, Carnforth	Support the planning application in principle	Awaiting decision
18/01183/FUL: Erection of a care home building comprising of 118 bedrooms and communal, staff and services areas with associated internal road layout, car parking and landscaping, creation of a new access and construction of a new retaining wall – Land North East of Ex-Servicemens Club, Scotland Road, Carnforth	Object to the planning application	Awaiting decision
18/01230/FUL: Erection of a rear conservatory - 2 Coppice Brow, Carnforth LA5 9XG	Support the planning application in principle	Application permitted



Asset Management Committee

**Draft Minutes of the meeting held on 4th October 2018
at 5:00pm at the Council Offices, Market Street, Carnforth**

This meeting was not quorate

The Town Mayor commented on the urgent matter that had arisen regarding the boiler at the Civic Hall that needs replacing.

One quotation had been received at the time of the meeting. The Town Mayor, approved that in accordance with Standing Orders other (at least two) quotations be sought as a matter of urgency and that Members of the Town Council be notified so that an immediate decision on the preferred supplier could be made either at an emergency meeting or, by agreement, via email.



Town Development & Planning Committee

Draft Minutes of the meeting held on Monday 5th November 2018 at 5:00pm at Council Offices, Market Street Carnforth

Present: Councillors Watkins (Chair); Barbu; Bromilow, Gardner, Holbrook; Smith

In attendance: Bob Bailey, Town Clerk, City Councillor Yates

18078 **Apologies:** Apologies were received from Councillor Wooff

18079 **Declarations of Interest and Dispensations:** There were no declarations of interest. Approval for dispensation on matters on the agenda was given to Councillor Barbu.

18080 **Urgent Business:** Councillor Smith advised there was a need to establish an Air Quality task and finish group to address traffic management and related air quality issues arising out of the recent meeting held with Lancaster City and Lancashire County Council officers. Some Members put their names forward to be part of such a group and it was **RESOLVED** that following consideration at the Town Council meeting be purpose and objectives of an Air Quality task and finish group be confirmed and the group established.

18081 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on 1st October 2018 be approved.

18082 **Adjourn for public discussion:** There were no members of the public present.

18083 **Planning Applications & Policy Matters:**

- 1) **Planning Application 18/01093/FUL: Retrospective application for the siting of a timber cabin for retail and tourist information use; Canal Turn, Lancaster Road:** Members considered this application in detail. It was noted that twelve residents had submitted responses in favour of the application and six had raised objections largely based in the fact that the cabin had been erected, and was about to be opened as a retail outlet, prior to any planning decision being made. Other concerns and matters raised included questions around the need for tourist information in this location; the cabin design and its position being inappropriate for the location. Members were reminded that a few residents had raised similar concerns directly to the Town Council and that these had been followed up with the City Council.

After much discussion it was proposed that the Town Council supports the application in principle. On being put to the vote, four Members were in favour and there were two abstentions.

- 2) **Planning Application 18/01308/FUL – Erection of 2 semi-detached two bed dwellings; Land to the side of the former Police Station, Grosvenor Road:**

Members had no comments to make on this application

- 3) **Cobbled Street:** No further update

It was then **RESOLVED** that a **RECOMMENDATION** be made that the Town Council that Planning Applications 18/01093/FUL and 18/01308/FUL be supported in principle.

18084 **Budget Monitoring and planning:** Members considered the 2018/2019 devolved committee budget as at 31st October 2018, which was underspent against the profiled budget. Considering planned expenditure for the second half of the year it is expected that the outturn budget will be on, or just below, target (£2,500).



Town Development & Planning Committee

Based on planned expenditure for 2019/2020 including possible investment in 'pocket parks' it was **RESOLVED** that a **RECOMMENDATION** be made to the Finance and Governance committee to increase the devolved budget for this committee to £3,000 in 2019/2020.

- 18085 **Carnforth Neighbourhood Plan Group:** The Chair reported on the first meeting of the Task and Finish Group which included a presentation by Troy Hayes Planning Consultants on the services that they can provide at each stage of the development of a Carnforth Neighbourhood Plan, including a free service to apply for funding for the project.

Members then considered this against a similar presentation by Kirkwells Limited and it was **RESOLVED** unanimously that Troy Hayes be asked to provide a full and costed programme, subject to which they be **RECOMMENDED** to the Town Council as the preferred service providers for the Carnforth Neighbourhood Plan.

18086 **Planned Events:**

- 1) **Remembrance Day:** The Town Clerk reported that all necessary arrangements were in place -37 organisations, community groups and individuals will be laying a wreath and up to 250 will be attending the reception at the Civic Hall after the Services. Members then agreed the allocation of responsibilities on the day.
- 2) **Lancashire Day:** The Chair reported that the Service will commence at 11am on 27th November with a loyal toast to "The Queen, Duke of Lancaster" and the Town Crier will announce the Lancashire Day proclamation. A reception for drinks and a slice of cake will be held at the Royal Station Hotel after the Service.
- 3) **Christmas lights and competition:** Members considered and agreed the poster and entry form designed by the Town Clerk for the best decorated house/garden competition. The event will be publicised on social media, the Town Council website and Noticeboards and posters made available to outlets around the town to display. All arrangements for the Christmas light switch on by the Town Mayor on December 5th are being finalised in partnership with the Chamber of Trade.

It was **RESOLVED** that the updates on current/planned events be noted.

18087 **Updates on activities:** Members considered updates on ongoing actions:

- 1) **Blue Heritage Plaques:** It was reported that subject to a meeting and confirmation with the Co-op all suggested sponsorship of the blue heritage plaques are now in place. The Mourholme Local History Society wish to sponsor plaques at the Police Station, Kerneford Hall and Iron works. It was suggested that before placing the final order advice be sought that there are no planning issues that need to be considered.
- 2) **Carnforth Express:** The Town Clerk has requested that Members submit articles for the November / December edition of the Carnforth Express. Members made suggestions for items to be included and committed to submitting articles to the Town Clerk. **ACTION:** All Members again be encouraged to continue to provide articles on the Town Council's activities and points of interest for inclusion in each edition of the Carnforth Express.
- 3) **Self-watering planters:** **ACTION:** Councillor Barbu to make further enquiries with the Outdoor Maintenance Officer and, if necessary, local window cleaners around the practicalities and equipment needed to enable the planters to be safely filled with water when required.



Town Development & Planning Committee

- 4) **Pocket Parks:** Councillor Holbrook presented more details on five potential pocket parks around the town and what equipment / street furniture would be needed for each. Costings for benches have been received but further information is awaited from Lancaster City Council's White Lund Nursery/Plant regarding suitable trees/plants. **ACTION:** That, as a starting point, development of the small area of land located at Windermere Road / Back Lane be prioritised with lessons and feedback being evaluated and, if considered beneficial, used to inform further pocket park developments.
- 5) **'A new train for Carnforth': ACTION:** 'Train' to be carved and located at the roundabout near Crag Bank before the end of November.

The meeting closed at 6:30pm

A handwritten signature in black ink, which appears to read 'Robert B. Bailey'. The signature is written in a cursive style with a long horizontal line extending from the end.

Town Clerk

19 November 2018

28 Wilson Grove,

Heysham, Morecambe

LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org



Finance and Governance Committee

Draft Minutes of the Finance & Governance Committee held on Wednesday 14th November 2018

Present: Councillors Gardner (Chair); Branyan; Parker and Roe

In attendance: Bob Bailey, Town Clerk

- 18087 **Apologies:** Apologies were received from Councillors Grisenthwaite and Wooff
- 18088 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.
- 18089 **Minutes:** It was **RESOLVED** that the Minutes of the Finance and Governance Committee held on 10th October 2018 be approved.
- 18090 **Urgent Business:** Councillor Roe commented on the urgent matter that had arisen regarding the replacement of the boiler in the Civic Hall flat. In line with Standing Orders relating to urgent procedures two quotations had been obtained and it had been agreed by most Members that the lowest quotation received (£2,300 + Vat) be accepted. The Clerk reported that the preferred supplier had been contacted. The Committee then discussed the funding of the works and it was **RESOLVED** that it be paid from existing reserves and balances.
- 18091 **Public discussion:** No members of the public were present.
- 18092 **Financial Monitoring Report:** The Town Clerk presented the monthly financial monitoring report of income and expenditure transactions and bank reconciliation as at 31st October. The Town Clerk drew Members attention to expenditure on the arrangements for the Remembrance Day Parade and Service; repairs to the War Memorial, external audit fees and costs relating to the community engagement event on the developing Neighbourhood Plan. Income had been received from the hire of the civic hall; film night and the 2nd quarter VAT refund. It was reported that as at 31st October balances stood at £43,643. With five months of the financial year left, Members concluded that the Town Council's finances are 'on track' and it was **RESOLVED** that the financial transactions and bank reconciliation to 31st October be accepted.
- 18093 **Draft Payments and Receipts schedule:** The Town Clerk presented Members with the draft schedule of payments and receipts to be presented to the November meeting of the Town Council. The Town Clerk highlighted further costs incurred relating to the Remembrance Day commemorations and the installation of efficient LED lighting at the Civic Hall. The Clerk informed Members that a further invoice had just been received for two new Union Jack flags.
- All Members agreed that, despite the weather, there had been a very good turnout on Remembrance Day and that the event had been a great success for the town. It was then **RESOLVED** that the Town Council be **RECOMMENDED** to approve all payments set out on the schedule.
- 18094 **Budget planning:** Further to then budget monitoring report considered at the last meeting it was reported that Councillors Gardner, Grisenthwaite and the Town Clerk had produced a paper indicating the estimated outturn as at 31st March 2019 and forecast outturn as at 31st March 2020. This takes into account planned expenditure of Committees in 2019/2020; increases in pay and prices and expected income, and represents the first draft budget for 2019/2020.



Finance and Governance Committee

Councillor Gardner and the Town Clerk highlighted several key aspects of the draft budget including:

- A proposed feasibility study on the purpose and future use of the Civic Hall;
- A sum of £3,000 to fund a water supply at the Allotments, subject to match funding;
- £8,000 for two new bus shelters and £2,500 for a speed detector device;
- Devolved expenditure for the Asset Management and Town Development & Planning Committees of £7,500 and £3,000 respectively;
- Additional costs covering staff and Members training, given that there will be new Members following the 2019 elections;
- An overall reduction of £300 on the Town Mayors Allowance and expenses;
- £5,000 to cover the costs of the 2019 election;
- Increased software costs to 'future proof' information technology and roll-out to new Members;
- Balance of the emergency planning funds, not previously identified as a separate budget heading;
- Review Carnforth Express advertising income and establish an editorial team;
- New budget headings for income and expenditure to take account of new income streams and to improve overall management of the budget.

Members discussed the draft budget at length and it was then **RESOLVED** that the draft budget for 2019/2020 be considered by each Committee with a view to the 2019/2020 budget being agreed at the December meeting of the Town Council and the agreed precept being demanded in January 2019.

18095 **Update on Committee actions and recommendations:** The Town Clerk reported that key matters and activities arising from the meetings of the Asset Management and Town Development & Planning Committees had been identified in the discussions on the draft budget and the urgent procedure for the replacement boiler.

The meeting closed at 6:05pm

A handwritten signature in black ink, appearing to read 'Robert B. Bailey', with a long horizontal line extending from the end of the signature.

Town Clerk

15 November 2018

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org

Carnforth Town Council
46-48 Market Street
Carnforth
LA5 9LB



8th November 2018

Dear Rik,

Quote for the electrical works required at Civic Hall, Carnforth.

Price includes supply and installation of new conduit and accessories to supply the emergency socket and lighting power.

The existing leads will be used but installed within the new conduit to eliminate trailing leads.

Supply and install 2 new led bulkheads to kitchen and corridor area, as discussed on site.

Install existing sockets mounted to temporary boards to wall areas in kitchen and control room in permanent locations, as discussed on site.

Materials cost £175.48

Labour cost £560

Total cost £735.48

***ANY ADDITIONAL WORKS REQUIRED NOT OUTLINED IN THIS QUOTE WILL BE SUBJECT TO ADDITIONAL COSTS @ £40 PER HOUR PLUS MATERIALS.**

I hope that all the information is clear, however if you have any queries, then please do not hesitate to contact me.

Many thanks for the opportunity to quote and I will look forward to hearing back from you in due course.

Yours Sincerely,

Leon Barnes
Barn Electrical Solutions
07824701317 hello@barnelectrical.co.uk

This quote is valid for 90 days